

TRANSPORTATION MANAGER

DEFINITION

To plan, assign, direct, participate in and review the activities of the Transportation Division which is responsible for the City's comprehensive transportation planning, and traffic engineering activity.

DISTINGUISHING CHARACTERISTICS

This is the Division head management classification allocated to the Transportation Division of the Public Works – Transportation and Engineering Department, reporting to the Director of Public Works – Transportation and Engineering. The Transportation Manager is responsible for the operation of the City's comprehensive transportation planning and traffic engineering activities, including signal system design and operation, traffic safety and congestion reduction programs, traffic data management, special traffic studies and management of neighborhood traffic programs.

SUPERVISION RECEIVED

Receives general direction from the Director of Public Works – Engineering and Transportation.

SUPERVISION EXERCISED

Provides direct and indirect supervision of management, professional, administrative, and technical personnel.

ESSENTIAL DUTIES

Represents and advocates for the City at the Alameda County Transportation Commission (Alameda CTC) and serves as the Technical Advisory Committee member at the Alameda CTC.

Works with Metropolitan Transportation Commission (MTC)/Alameda CTC/Caltrans and other outside agencies to identify grant opportunities and prepare grant applications.

Coordinates Transportation Division activities with other City departments, divisions and sections, and with outside agencies.

Supervises and participates in traffic studies performed by consulting engineers.

Plans, directs, manages, and participates in the activities of the Transportation Division, including the evaluation of management, professional, and technical subordinates.

ESSENTIAL DUTIES (continued)

Reviews subdivision and building plans and rezoning requests for impacts upon the transportation system, including traffic and parking conditions.

Provides staff support and participates in committees, commissions, and citizen groups relative to transportation matters.

Provides management information and reports as required for local, state, and federal agencies.

Supervises the collection, tabulation and analysis of transportation, traffic and parking data.

Supervises the planning for installation, removal and replacement of traffic signs, markings and traffic control devices.

Supervises the design, installation, and maintenance of the City's streetlight system.

Confers with the public, property owners, school groups, public officials, civic organizations, and transit providers regarding transportation and traffic engineering issues.

Conducts field observations regarding transportation, traffic and parking related requests, complaints and concerns.

Maintains a current understanding of transportation planning and traffic engineering problems and solutions.

Plans, supervises, and carries to completion comprehensive City-wide programs to promote the safe, orderly, and efficient movement of traffic.

Determines present and future transportation and traffic engineering needs of the City.

Prepares a variety of reports, correspondence and studies dealing with transportation planning, and traffic engineering services.

Assists in the development and implementation of department goals, objectives, policies, and procedures.

Assigns and/or makes special investigations and inspections of various projects; performs complex technical engineering duties; prepares and supervises preparation of related reports.

Plans, organizes, leads, and controls the work of assigned staff.

Supervises, trains and evaluates assigned staff.

Performs other related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of effective employee supervision, including selection, training, work evaluation and discipline.

Principles, practices, and techniques of transportation planning and traffic engineering.

Pertinent federal, state, and local regulatory codes and ordinances.

Recent developments, current literature and sources of information regarding transportation planning and traffic engineering.

Principles of organization, administration, budget, and planning techniques, including staffing, goals and objectives, as well as work standard development.

Transportation funding processes, ability to identify funding sources, and write competitive grant applications.

Ability to:

Plan, organize, assign, direct, review and evaluate the work of assigned staff.

Select, train and evaluate management, professional and technical subordinates.

Apply transportation planning and traffic engineering knowledge to specific technical problems.

Deal tactfully and effectively with the general public, civic and community groups, public officials and consultants.

Write reports and correspondence in clear, concise, and technically accurate prose.

Orally communicate clearly, concisely and effectively.

Find and develop funding sources for assigned programs.

Direct, assign and manage varied programs.

Organize and manage multiple tasks concurrently.

Understand, interpret, explain, and apply pertinent departmental, city, local, state, and federal laws, rules, regulations, policies, and procedures.

Exercise sound, independent judgment within general policy guidelines.

EXPERIENCE AND EDUCATION

Any combination of experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five (5) years of progressively responsible experience in traffic engineering and/or transportation planning, including at least two (2) years of supervisory experience.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in traffic engineering, planning, or public administration including or supplemented by special study in traffic engineering and/or transportation planning. A Master's Degree is highly desirable.

License and Certificates: At the time of appointment, must possess and maintain a valid Class C California Driver's License. Incumbent must also meet the insurability requirements as determined by the City. Registration as a professional traffic engineer in the State of California is desirable.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment; work hours beyond the usual 40 hour work week; travel to various locations and participate in meetings to conduct City business during day and evening hours; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball, use standard office equipment; sit for prolonged periods of time; stand, walk, reach, twist, turn, kneel, bend, squat and stoop in the performance of daily office activities; converse by telephone, in person, and to small or large groups and be clearly understood; read and comprehend technical and complex documents; perform complex scientific calculations; interact with the public and all different levels of City staff in a professional manner; and safely lift, carry and maneuver office supplies and equipment, such as a lap top, documents, plans or other engineering related materials, weighing up to 35 pounds. Essential functions must be performed with or without reasonable accommodations.

PROBATIONARY PERIOD: One (1) Year

757CS93

May 1987

Revised May 2007

August 2007

May 2014

APP GROUP: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt